Study Island District Administrator Manual

How to Get Started Using the Program

2013-2014

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Dear District Administrator,

Welcome!

Thank you for purchasing Study Island. To ensure success in using this program, we have developed this user manual. In the pages that follow, you will find an explanation of your duties as administrator.

We are here to help if you ever run into a problem or have a question. Technical support is included with your purchase, so please feel free to call us at 800-419-3191, email us at support@studyisland.com, or click on the "Live Support" link located at the top left corner of the Admin Page.

Sincerely,
Study Island Support

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Frequently Asked Questions

1. **How do I register teachers and students?** See page 7.
2. **How do I advance students when they enter a new grade?** See "School Administration Page," then "Manage Users" on page 22.
3. **How do I view student data?** See "District Reporting" on page 16.
4. **How do I remove student data?** See "School Administration Page," then "Admin Functions" on page 22.
5. **How do I remove users from Study Island?** See "School Administration Page," then "Manage Users" on page 22.
6. **How do I edit student information?** See "School Administration Page," then "Manage Users" on page 22.
7. **How do I transfer a student to a different school?** See "School Administration Page," then "Manage Users" on page 22.
8. **What is SIF and where can I find step-by-step instructions?** See "What is SIF" on page 7.
9. **How do I create district-wide custom material?** See "Custom Material" on page 19.
10. **How do I create district-wide built tests?** See "District Test Builder" on page 17.

Study Island Program

Study Island is an online standards mastery and test preparation program built from state standards and available in all fifty states. One of *District Administration*'s Readers' Choice Top 100 Products of 2010, a 2112 SIIA CODiE Award winner for Best Student Assessment Solution, and eSchool Media's 2012 Readers' Choice Award winner, Study Island is used by over 10 million students in 19,000 schools. Rooted in foundational and statistical research, the dynamic self-paced program allows teachers to customize instruction to students' needs while allowing students to study in standard test format, interactive game mode, or using interactive response systems. Study Island is currently compatible with eInstruction, Promethean, Renaissance, Quizdom, SMART, and TurningTech.

How Study Island Works:

- Each user has his or her own username and password.
- The program is divided into sections based on subject (math, reading, etc.).
- Each subject is made up of approximately 15-30 topics, and each topic corresponds to a standard, or multiple related standards, from your state curriculum.
- Topics consist of a lesson and a bank of practice questions with explanations**.**
- It is helpful to view the lesson before answering the questions in the topic.

Goal of the Study Island Program:

The goal of the program is to earn a Blue Ribbon, or "pass" every topic (denoted by). If a student passes every topic, he or she has demonstrated proficiency in all areas tested.

System Requirements: Java (Version 1.6 or newer) and Flash (Version 8.0 or newer). In addition, if your district has strict content filters, please make URL's 72.249.13.4 through 72.249.13.65 safe sites.

Overview of Student Use

1. Log in to www.studyisland.com.
2. Click on a subject (math, reading, etc.).
3. If this is the first time using the program, click "Pretest." **Students must complete at least 10 Pretest questions to unlock the rest of the content in the subject.** If there is no Pretest option, or if students have already taken the Pretest, they may move on to the other topics.
4. Choose a Session Type. The default setting is Practice Mode, however students may also select Printable Worksheet or Game Mode if permitted.
5. Once the Pretest has been completed, students may work through the remainder of the topics in any order and must pass all topics before taking the Post Test.
6. To pass a topic, students must meet the passing requirements, which are based a minimum number of questions answered (usually 10) and a minimum percentage correct (around 70%). A blue ribbon icon is displayed next to all passed topics (high school students will see a passport icon).
7. Once students have passed all the topics, they must pass the Post Test to complete the subject. Ignore this step if the subject has no Post Test.
8. When students pass all topics in all subjects, they have completed the program.

Overview of Teacher Use

1. Log in to www.studyisland.com with your username and password.
2. Distribute usernames and passwords from the Password List to the students.
3. Create classes using "Class Manager."
4. Create assignments, if desired.
5. Introduce Study Island to your classroom.
6. Track student progress using real-time reports from the School Reports page.

Overview of School Admin Use

1. Log in to www.studyisland.com with your username and password.

2. Register teachers and students into the program and update the roster as needed. Note: The district admin may also do this.
3. Manage the administrative settings of the program located on the Administration Page. Note: The district admin may also do this.
4. Distribute usernames and passwords from the Password List to the teachers and students.
5. (Optional) Create classes and/or assignments for teachers using "Class Manager." Note: Teachers can create their own classes and assignments if you prefer.
6. Introduce Study Island to teachers and students.
7. Track student progress using real-time reports from the School Reports page.

Overview of District Admin Use

1. Log in to www.studyisland.com with your username and password.
2. Register teachers and students into the program on a district-wide basis and update the roster as needed. Note: The school admin may also do this on a school-wide basis.
3. Manage the administrative settings of the program for each school. Note: The school admin may also do this on a school-wide basis.
4. (Optional) Distribute usernames and passwords from the Password List to the school admins, teachers, and students.
5. Introduce Study Island to school admins, teachers, and students.
6. Track school and/or student progress using real-time reports from the "District Reports" or "School Reports" pages.

Tip: Due to universal access of student records, we do not recommend sharing the school admin login codes with anyone except the designated Administrator and the principal of the school. The district admin login codes should not be shared with anyone.

Session Types

There are several different study-session modes. To access them, check the box next to the topic then click "Start Studying." On the next page, select the number of questions and choose the desired session type under "Session Options." Select from the following modes:

- Practice Mode – Standard multiple choice or short answer format. By default, questions are in this mode. The number of questions will automatically default to the minimum number required to meet the passing parameter for that topic. Students have the ability to choose the number of questions for that test session.

- Classroom Response System - Teachers will be able to use their CRS classroom clickers with the Study Island program. Please note that your school will need to have already purchased a CRS system to be able to use this feature. You can find complete instructions and system requirements online by clicking Help, FAQs and Troubleshooting, then Clicker Support.

- Printable Worksheet – Students can choose one or multiple topics by putting a check mark next to the topics they want to include on their worksheet. Answers are located at the bottom of a teacher copy; however students do not have access to the answers. **Please note that questions taken in the Printable Worksheet mode cannot be entered into Study Island reports.**

- Game Mode – There are many different games that your students can play. Updated versions of Java and Flash are required to play the games, and are available online as free downloads. Game Mode questions contain the same content as other study modes. **Please note: Playing the games WILL affect the students' scores just as if they were taking a regular test session.** The student can choose games from three difficulty levels: Beginner, Intermediate, or Challenging. The difficulty level does not pertain to the questions, but rather to the level at which the game is played.

- Flash Cards - When flash cards are enabled, teachers and students will see a flash card icon next to the topic title. Upon clicking the icon, users will be able to choose between interactive digital or printable flash cards. Please note that not all topics have flash cards available.

Tip: You have the option to control if or when students have access to game mode.

Getting Started

Step 1: Choose a Single Study Island Administrator per Campus (Please note that the school admin is different from the district admin. A school admin manages school-level settings, whereas the district admin manages district-wide settings.)

Functions of a Study Island Administrator:

- Register the students and teachers into the program if not completed by district admin
- Update the roster as needed
- Handle the administrative settings of the program located on the Administration Page

Step 2: Register Your Teachers and Students

The school admin may register users for individual schools, or the district admin may register users for *all* schools. There are three ways to register your users. Option 1 is suitable if your district is SIF compatible. Option 2 is suitable if you are planning to register all district users without using SIF. Option 3 is available only from the school admin page and is suitable for registering one or two students only. Please note that school admins may also register their own students and teachers; we recommend discussing whether registering users will take place at the district or school level prior to registration to avoid duplicates.

Option 1: Register Users via SIF

What is SIF? - Study Island is SIF compatible. Schools Interoperability Framework, or SIF, is an industry-supported technical blueprint for K-12 software that enables diverse applications to interact and share data seamlessly. Study Island district admins may choose to use SIF capability to maintain student rosters throughout the school year. Please note that SIF integration is not required to use Study Island.

Using SIF with Study Island - You can find complete, detailed instructions by clicking "SIF Administration" in the center of the screen under District Settings, then clicking "Before using this feature, please click here to view the SIF Usage Instructions" at the top of the page. **Before using SIF to register students, please utilize Option 2 below to register teachers.**

Option 2: Register Users via Database File

1. Create separate database files for students and teachers.

   Before you start:
   - Microsoft Excel and comma delimited text files are supported.
   - Do not include formatting such as borders or hidden columns and/or blank cells within your data range.
   - Only use the first worksheet in the workbook.

   Your file should contain the following fields which are NOT case-sensitive:

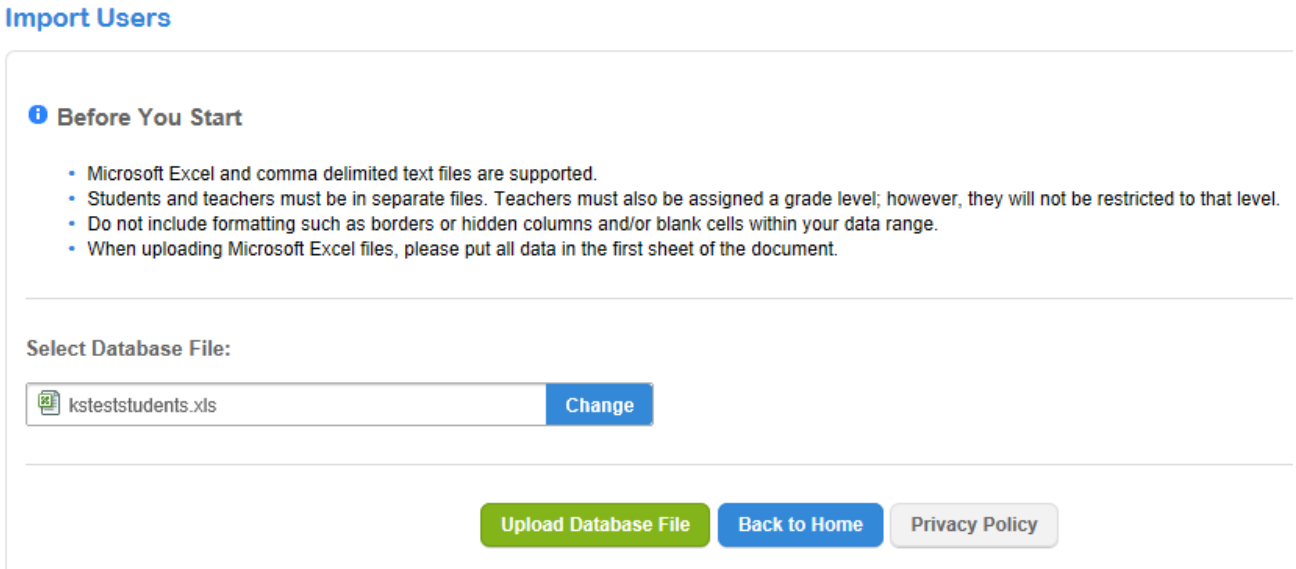
   - **First Name** (required) – the first name of the user
   - **Last Name** (required) – the last name of the user
   - **Grade** (required) - the grade level of the user
     - The grade must be one of the following: K,1,2,3,4,5,6,7,8,9,10,11,12.
     - Teachers must also be assigned a grade level; however, they will not be restricted to that level.
   - **School** (required)- school name of the user
     - Any value will do because you'll map the value to the appropriate school during the upload process.

   Example Database File (required fields only):

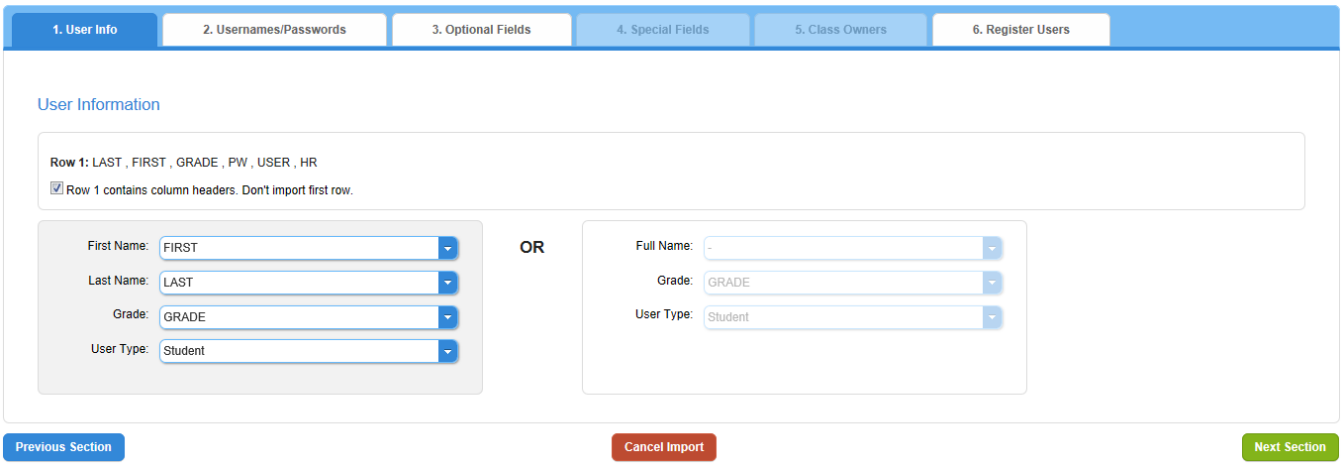
	A	B	C	D
1	First Name	Last name	Grade	School
2	Miranda	Anderson	4	Patrick Elementary
3	Amber	Matthews	6	Patrick Elementary
4	Ryan	Castle	8	Garrett Elementary
5	Natalie	Newman	7	William Elementary

- **Username** (optional) – the username for the user
  - Each username **must** be unique.
  - If you do not include this field in the database file, the Study Island system will auto generate a username for each student. You will be able to choose the format of the usernames during the upload process.
- **Password** (optional) – the password for the user
  - If you do not include this field in the database file, the Study Island system will allow you to create a default password for all students.
  - If using the default password option, we recommend checking "force reset of password" so that students will be prompted to create a new password the first time they log in. We recommend using default passwords for teachers because teacher passwords become hidden once they are registered.
- **SIS Primary Key** (optional) – the unique student ID number
  - If your school's Student Information System (SIS) has a unique ID number for each student, you can include it in the database file.
  - This is optional and will allow you to upload a complete student list without duplicating existing users as long as the SIS Primary Key remains the same.
- **Homeroom** (optional) – the homeroom class for the student
  - If you include a homeroom column on your spreadsheet, the program will automatically create a class with that title and put the students into that class.
  - Please note that the admin will need to assign an "Owner" to the class, and students can only be put into one (1) class each during the import process. Additional classes can be added later.
- **Other Database Fields** (optional, for reporting purposes only) – additional informational data fields
  - Field options are: Subpopulation information such as Gender, Ethnicity, Economically Disadvantaged, Title I Participant, Migratory Student, Gifted/Talented, Special Education and LEP/ELL.
  - Including this information will allow you to run several reports that show statistics based on these categories.

2. Visit http://www.studyisland.com and enter your administrator login information.
3. Upon logging in, select "Import Users"
4. Click "Browse" to locate and select the database file you wish to upload, and select your file type. Click "Upload Database File."


Import Users
Before You Start
Microsoft Excel and comma delimited text files are supported.
Students and teachers must be in separate files. Teachers must also be assigned a grade level; however, they will not be restricted to that level.
Do not include formatting such as borders or hidden columns and/or blank cells within your data range.
When uploading Microsoft Excel files, please put all data in the first sheet of the document.
Select Database File:
ksteststudents.xls
Change
Upload Database File
Back to Home
Privacy Policy

5. Complete the “User Information” section by mapping your columns to our fields.
   - If the first row in your database file contains column headers (titles), check the box by “Row 1 contains column headers. Don’t import first row.” If the first row in your file is a student or teacher’s name, uncheck the box.
   - If you have separate columns in your database file for the students’ first and last names, use the dropdown boxes by “First Name” and “Last Name” in the left. Click on the dropdown box and select the column heading that corresponds with “First Name” and “Last Name.”
   - If you have a column with the students’ full names, instead click on the dropdown box that says “Full Name” on the right and select the column heading that corresponds with it.

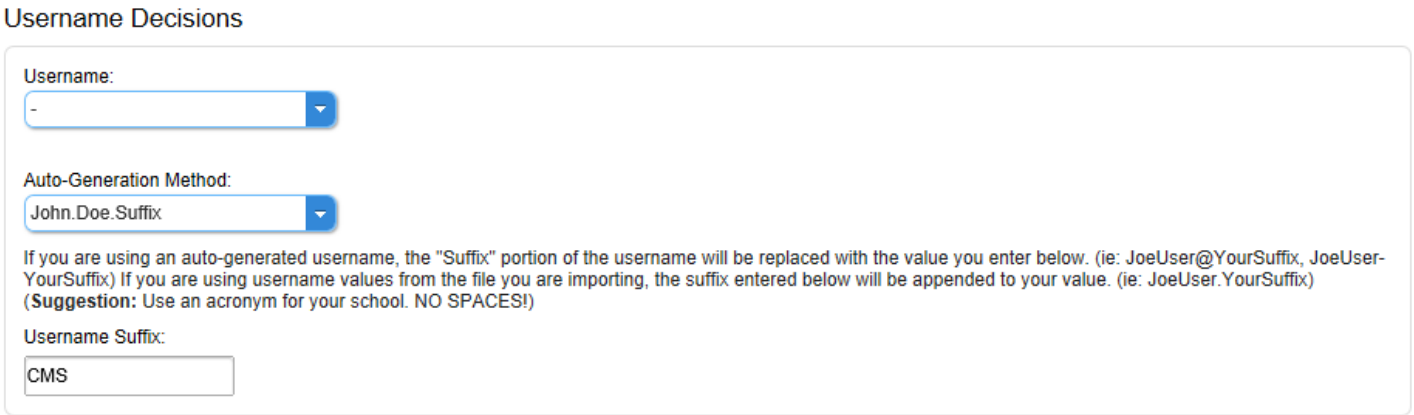


6. For the “Grade” box, select the column heading that corresponds with the grade level.

7. For “User Type” select “Student” or “Teacher.”

8. Select the school column heading in School. Click “Next Section” to go to the next step.

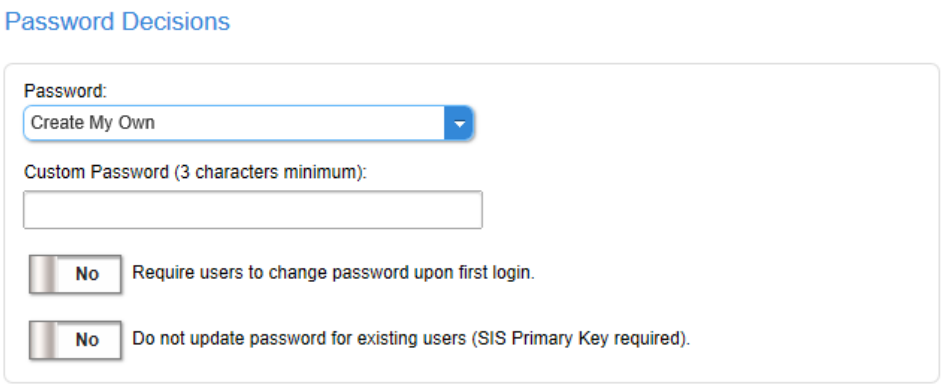
9. Complete the “Username Decisions” section.
   - If you entered a username column in your database file, use the “Username” dropdown box to select the corresponding column name.
   - If you did not enter a username column in your database, select “Auto Generate” from the dropdown box by “Username” to choose the desired username format. Select an Auto-Generation Method, and then enter a Username Suffix in the text box. (Most districts use a district acronym to make it easy for the students to remember their username.)


Username Decisions
Username:
-
Auto-Generation Method:
John.Doe.Suffix
If you are using an auto-generated username, the "Suffix" portion of the username will be replaced with the value you enter below. (ie: JoeUser@YourSuffix, JoeUser-YourSuffix) If you are using username values from the file you are importing, the suffix entered below will be appended to your value. (ie: JoeUser.YourSuffix)
(Suggestion: Use an acronym for your school. NO SPACES!)
Username Suffix:
CMS

10. Complete the “Password Decisions” section.
    - If you entered a password column in your database file, use the “Password” dropdown box to select the corresponding column name.

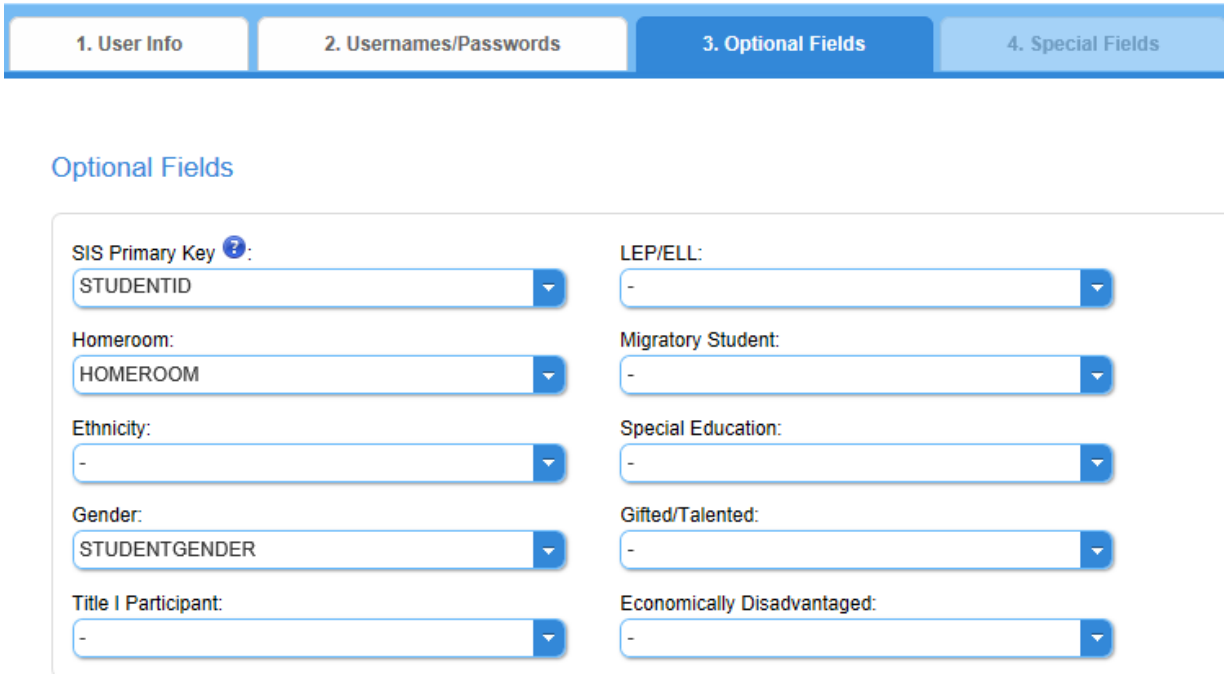
- If you did not enter a password column in your database, select "Create My Own" from the dropdown box by "Password." Enter your password in the "Type Password Here" box. This password will be assigned to all students.

Note: If using the "Create My Own" option, we recommend checking "Require users to change password upon first login." so that students will be prompted to create a new password the first time they log in. The administrator and teachers will have access to the updated information in case a student forgets his/her new password.

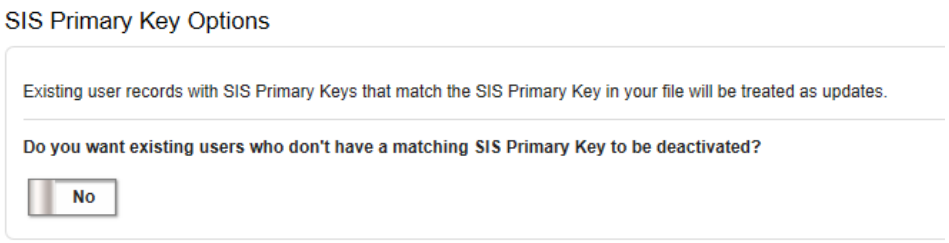

Password Decisions
Password:
Create My Own
Custom Password (3 characters minimum):
No
Require users to change password upon first login.
No
Do not update password for existing users (SIS Primary Key required).

11. When you are finished with this page, click "Next Section."

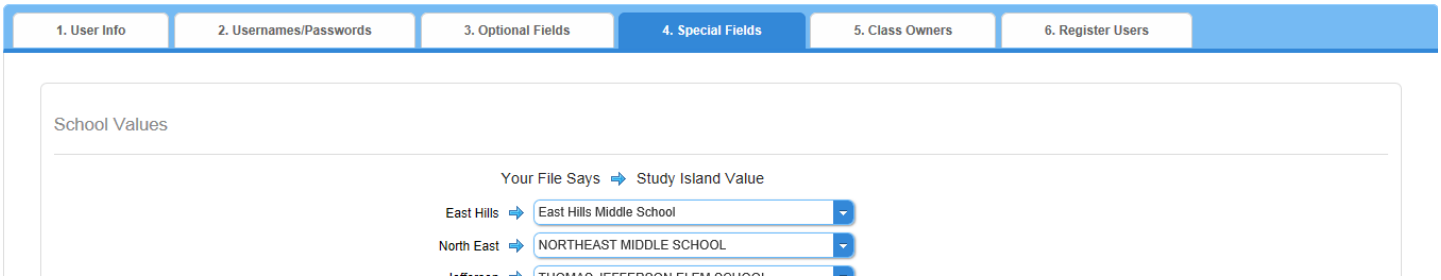
12. If you included optional data fields, map them to the corresponding columns as in the prior steps. If you did not include optional fields such as SIS primary key, gender, etc. in your file, please click "Next Section" and skip to step 12.
    - Example: If in your file you have identified students that are "Gifted/Talented" and left the other students blank, you may need to map what that means for our system by selecting a Study Island value for each.



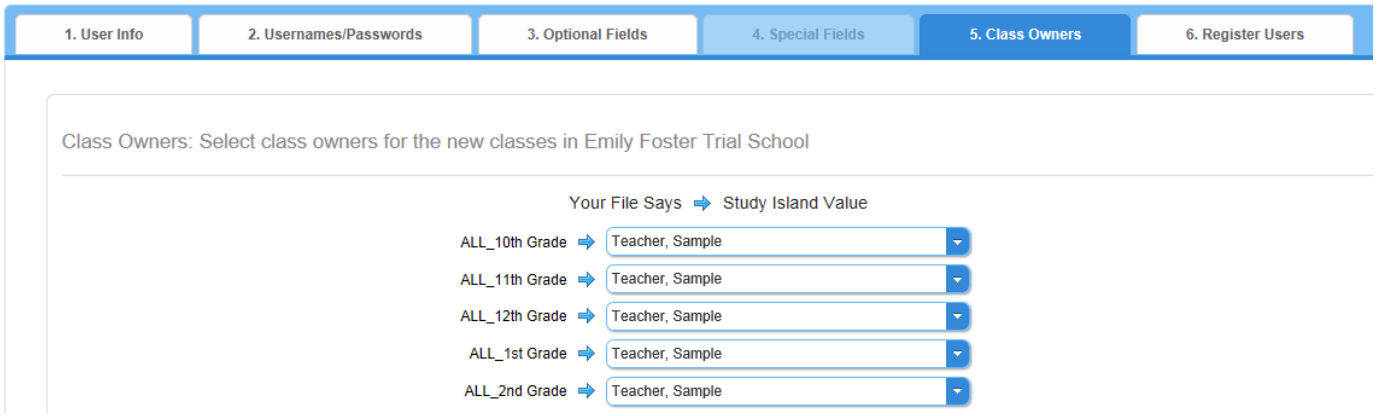
13. If you set an SIS Primary Key, you will be prompted to select your SIS Primary key options. If you set the toggle to "No" then students who are not in the uploaded file will not be changed. If you set it to "Yes" then students who are not in the uploaded file will be moved to the deactivated users list. Click "Next Section" to continue.


SIS Primary Key Options
Existing user records with SIS Primary Keys that match the SIS Primary Key in your file will be treated as updates.
Do you want existing users who don't have a matching SIS Primary Key to be deactivated?
No

Map each school with the corresponding Study Island Value. Select the correct school name from the drop down box to the right of each value. When you have finished mapping, click “Next Section.”



14. If you are creating new classes in the homeroom column, you will be asked to select the class owners. The default owner is the school’s admin. Once completed, you can click on “Next Section” to continue.



14. Review the user information. Each tab contains information about the user’s status.

Users to Create: includes information on students being imported. If there is an issue with the username, then it is highlighted in yellow indicating a change.

Users to Update: includes information on which students are being updated into the system.

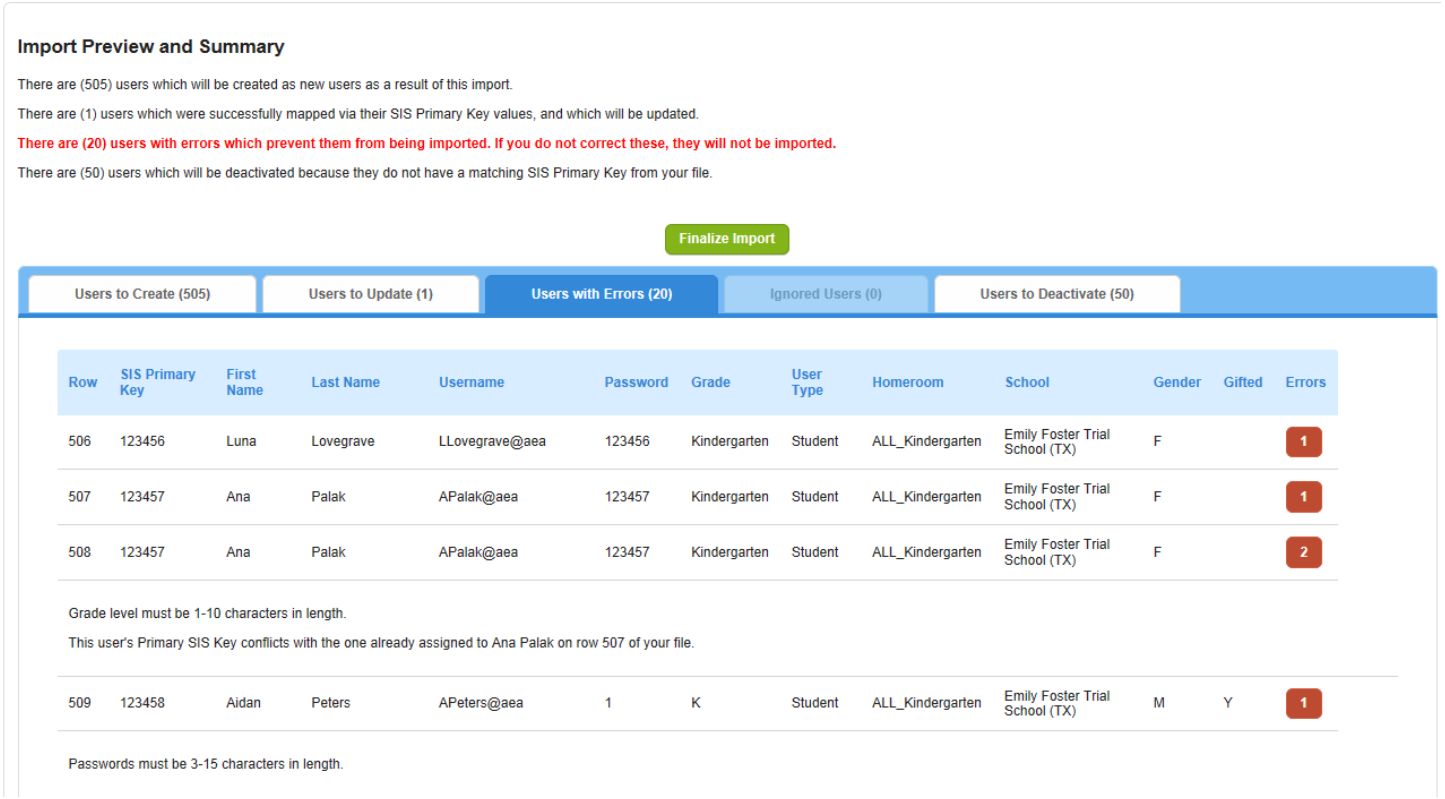
Users with Errors: includes information on which student and why the student will not be imported. There is a number in red to the right, which can be clicked on to expand the information in error.

Ignored Users: Includes information on which users were ignored based on incomplete information in the file.

Users to Deactivate: If you’ve set the SIS Primary Key toggle on the Optional Fields tab to Yes, then this tab will list users that will be deactivated from your school.

Please note: The students are not registered yet.

15. Click “Finalize Import” at the top of the page.



Import Preview and Summary

There are (505) users which will be created as new users as a result of this import.

There are (1) users which were successfully mapped via their SIS Primary Key values, and which will be updated.

There are (20) users with errors which prevent them from being imported. If you do not correct these, they will not be imported.

There are (50) users which will be deactivated because they do not have a matching SIS Primary Key from your file.

Finalize Import

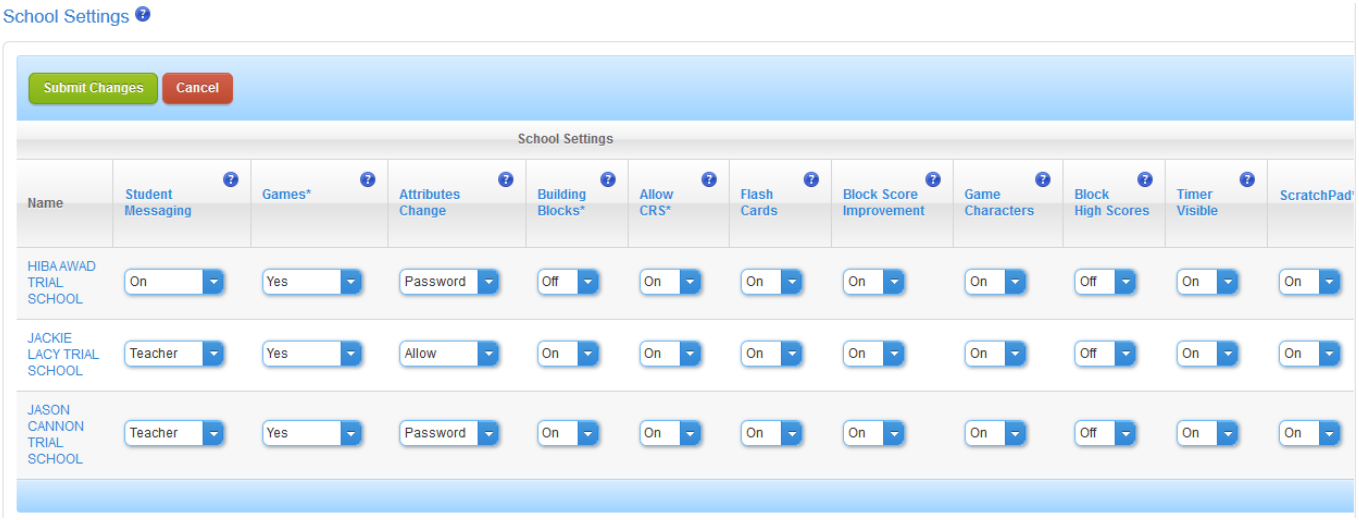
Users to Create (505) | Users to Update (1) | Users with Errors (20) | Ignored Users (0) | Users to Deactivate (50)

Row	SIS Primary Key	First Name	Last Name	Username	Password	Grade	User Type	Homeroom	School	Gender	Gifted	Errors
506	123456	Luna	Lovegrave	LLovegrave@aea	123456	Kindergarten	Student	ALL_Kindergarten	Emily Foster Trial School (TX)	F		1
507	123457	Ana	Palak	APalak@aea	123457	Kindergarten	Student	ALL_Kindergarten	Emily Foster Trial School (TX)	F		1
508	123457	Ana	Palak	APalak@aea	123457	Kindergarten	Student	ALL_Kindergarten	Emily Foster Trial School (TX)	F		2
	Grade level must be 1-10 characters in length.											
	This user's Primary SIS Key conflicts with the one already assigned to Ana Palak on row 507 of your file.											
509	123458	Aidan	Peters	APeters@aea	1	K	Student	ALL_Kindergarten	Emily Foster Trial School (TX)	M	Y	1
	Passwords must be 3-15 characters in length.											

School Settings

District admins can manage school settings for all schools in the district. Changes made here apply to all users in the school. *Tip: click on the setting name (the column header) to set multiple schools at once.* Please note that school admins may also make changes to these settings at any time.

The following features under the School Settings tab affects **all** Study Island students registered in the school's account. Use the sliders to make your selection and then click "Submit Changes."



Allow Users to Send Messages

Study Island offers a messaging center where users can message the administrator, teachers, and students. This Message Center is helpful in assigning homework or allowing the students to ask questions. Messages can be accessed by clicking the envelope icon at the top of the screen.

> ***Tip:*** In the cases where the setting is "Off," students can attempt sending a message to other students; however, upon clicking "Send Message" they will be notified that their message was blocked.

Messaging Options:

- "Yes" – students will be able to message both teachers and other students.
- "Yes (Except During School Hours)"— Messaging will be turned off between 8 a.m.-4 p.m. local time.
- "No (Except Teachers)" - students will only be able to message the teachers and administrator. Teachers also have the ability to message students.
- "No" - students will not be able to send messages to anyone, including teachers and the administrator. Teachers do not have the ability to message the students either.

Profanity Check - When profanity is detected in a student's message, the message will be forwarded to the principal and administrator. The message will be blocked and will not be sent through to its intended recipient.

Games

Study Island enables students to learn using a standard multiple-choice format or an interactive game format. The content of the games is the same as the content of the regular test mode. Playing the games **will** affect the students' scores just as if they were taking a regular test session.

Game Options:

- "Yes"
- "No"
- "No (during school hours)" (8 a.m. – 4 p.m. local time)
  - "Yes if % correct >" - Allows access to the games only if the students achieve a certain cumulative score for a subject. A student would only be able to access the games if his or her overall subject score meets the specified percentage.

You can find the student's current overall percentage by going to the School Stats page and pulling an Individual Student Report, and scrolling all the way down to the bottom of the page.

Attributes Change

Choose whether the students and teachers will be able to change select attributes.

Remedial Topics or Building Block Topics

This feature allows you to turn the remedial or "Building Block Topics" off and on. Building Blocks automatically appear in most topics if a student is having difficulty passing that topic. It has a lower difficulty level than the topic in which the student was having trouble. Once the building block topic is passed (designated by a white ribbon), the student will need to go back and pass (get a blue ribbon) the on-grade-level topic as well.

Allow Classroom Response System (CRS) Mode

When you select "Yes," teachers will be able to use their compatible CRS classroom clickers with the Study Island program. Please note that your school will need to have already purchased a CRS program.

To Use a CRS with Study Island:

1. Click on "Programs" on the left side of the screen, and select the grade level and subject.
2. Check the topic(s) you want to study, and click "Start Studying" in the upper right corner.
3. Choose "Classroom Response Systems" under "Session Options."
4. Choose the number of questions and click "Next."
5. Choose the class and assign clickers. Click "Next."

TIP: You can also go to the "Help" page (click on Clickers once in Help) to find detailed instructions and system requirements to run CRS.

Enable Flash Cards

When flash cards are enabled, teachers and students will see a flash card icon ( ) next to the topic title. Upon clicking the icon, the user will be able to choose between interactive digital or printable flash cards. Please note that not all topics have flash cards available.

Block Score Improvement

When students have completed a session, they have the ability to go back through and redo any missed questions. Some teachers prefer not to allow score improvement in order to see the actual score from the student's original assessment.

Allow Character Customization in Games

When character customization in games is allowed, students will be able to customize their characters in select games. Customizable features vary by game and may include gender, skin tone, hair color, hat, shirt, bottom, and footwear color.

Block High Scores
When “On” is selected, students’ usernames will not display when they achieve the High Score Table.

Timer Visible
This feature allows you to hide the timer that is displayed when the students are taking a test or game session. While the students do not see the timer if you hide it, the timer still records the time.

Scratchpad
Choose “On” to allow schools to use the scratchpad feature.

Highlighters
Choose “On” to allow schools to use highlighters.

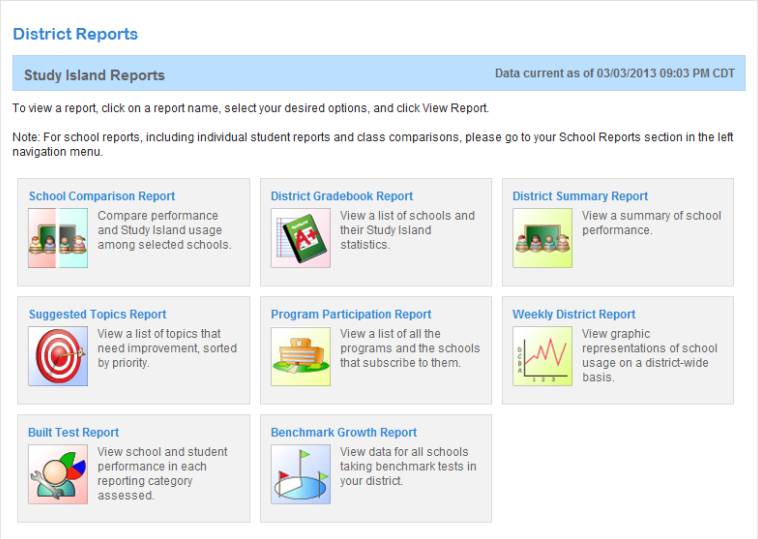
Override Settings
When “On” is selected, teachers will be able to override the school's game, timer, and remedial topic settings. Teachers can override school preferences by clicking the "Edit Class" icon (located in the “Class Manager” section from the main menu) for their classes. If a student is in more than one class which has overridden the school preferences, the student's preferences will be set to the preferences for the class whose title is first alphabetically. Teachers may use this to create different preferences for subsets of students in their class by creating additional smaller classes and ordering the class titles alphabetically.

Adjust Passing Parameters
When “On” is selected, your teachers will be able to adjust the passing parameters for their students on their School Stats page. The passing parameters determine the percent at which a student receives a blue ribbon.

District Reporting

The “District Reports” and “School Reports” pages are used to generate reports on student progress. You can access these pages through the “District Reports” and “School Reports” links on the left side of the screen. Here, admins are able to run district-wide reports on students.

To access the School Reports page for a specific school while you are logged in as the district admin, click on “School Reports” and then choose the school’s name. You can generate a variety of reports on student progress by individual, class, or grade. Bar graphs show student progress compared to school and state averages. You can filter most reports by date and also set them up to be automatically emailed every week. Additional information on each Study Island report can be found on the Help tab.

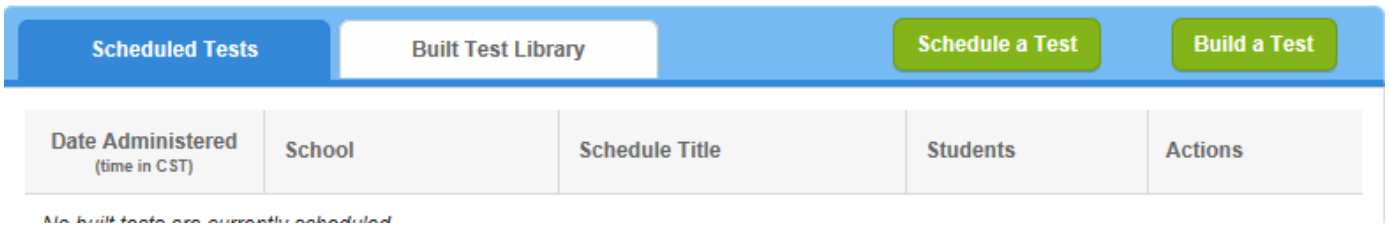

District Reports
Study Island Reports
Data current as of 03/03/2013 09:03 PM CDT
To view a report, click on a report name, select your desired options, and click View Report.
Note: For school reports, including individual student reports and class comparisons, please go to your School Reports section in the left navigation menu.
School Comparison Report
Compare performance and Study Island usage among selected schools.
District Gradebook Report
View a list of schools and their Study Island statistics.
District Summary Report
View a summary of school performance.
Suggested Topics Report
View a list of topics that need improvement, sorted by priority.
Program Participation Report
View a list of all the programs and the schools that subscribe to them.
Weekly District Report
View graphic representations of school usage on a district-wide basis.
Built Test Report
View school and student performance in each reporting category assessed.
Benchmark Growth Report
View data for all schools taking benchmark tests in your district.

IF YOU WANT TO:	TRY THIS:
Compare schools in a specific program.	Select **District Reports.** Select the report and students you’d like to view.
View a summary of all activity at all schools.	Select **District Reports.** Choose **District Gradebook Report: All Activity by School**.
View a summary of work completed in each subject for the whole district.	Select **District Reports.** Select **District Summary Report.**
View a list of all the topics where the standards have been exceeded, met, or need improvement by your district.	Select **District Reports.** Select **Suggested Topics Report** or one of the specific priority sub-reports.
View school participation on a district-wide basis.	Select **District Reports.** Select **Program Participation Report.**

There are several formats available. Choose your favorite!

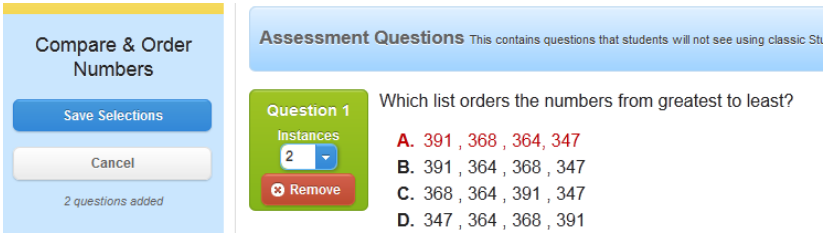
District Test Builder

The Test Builder allows district admins to create their own customized assessments to measure student proficiency and progress, between schools. Questions are available from both the standard Study Island question bank or from a new question bank designed specifically for the Test Builder. The Test Builder is available for all grades and subjects. Please note that not all subjects and topics have unique question banks available.



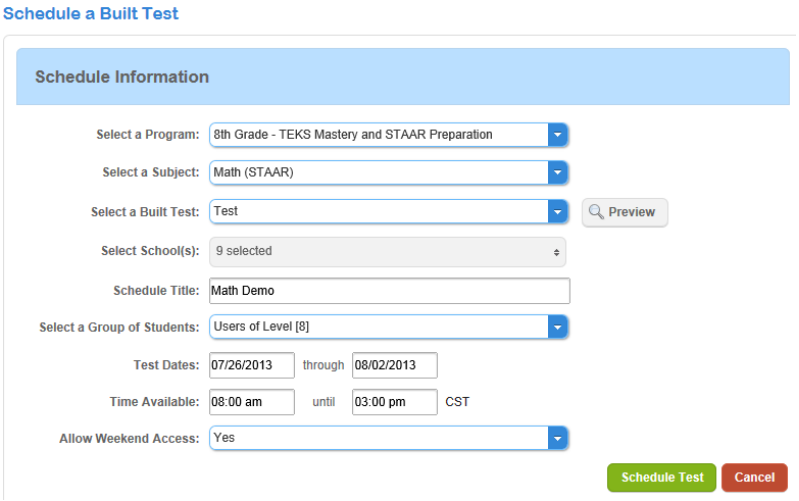
To Build a Test:

1. Click "Test Builder (new)" and click on "Build a Test"
2. Enter a "Title," choose if questions can be randomized, then add any "Additional Information" (optional), then click "Next: Questions."
3. Select a Program and Subject, and then click on the desired topic.
4. Choose the number of "instances" for each question stem. An instance is the number of times that specific question stem will appear on the assessment. While the question stem will remain the same, the actual values included in the question will vary for each instance.
5. Click "Add" to add the question to the assessment; the box to the left of your question will turn green. After a question has been added, you may click "Remove" to remove it.
6. Scroll to the top of the page and click "Save Selections." If you would like to include additional topics, repeat steps 5-8.
7. Now click on "Save & Exit."
8. If you would like to schedule the test now, click on "Yes" at the prompt. Otherwise select "No." If you select no, the test will be available in the Built Test Library for edit and use.


Compare & Order Numbers
Save Selections
Cancel
2 questions added
Assessment Questions This contains questions that students will not see using classic St
Question 1
Instances
2
Remove
Which list orders the numbers from greatest to least?
A. 391 , 368 , 364, 347
B. 391 , 364 , 368 , 347
C. 368 , 364 , 391 , 347
D. 347 , 364 , 368 , 391

Schedule a Test:

9. Select "Schedule a Test" from the top.
10. Select the Program and Subject, and then select the Built Test from the drop down.
11. Choose which schools you are assigning the test to.
12. Update the Test Title, if needed.
13. Select the Grade Level of students assigned to this test.
14. Pick the test dates, time, and if weekend access is available.
15. Click on "Schedule Test" to publish the test.


Schedule a Built Test
Schedule Information
Select a Program: 8th Grade - TEKS Mastery and STAAR Preparation
Select a Subject: Math (STAAR)
Select a Built Test: Test
Preview
Select School(s): 9 selected
Schedule Title: Math Demo
Select a Group of Students: Users of Level [8]
Test Dates: 07/26/2013 through 08/02/2013
Time Available: 08:00 am until 03:00 pm CST
Allow Weekend Access: Yes
Schedule Test
Cancel

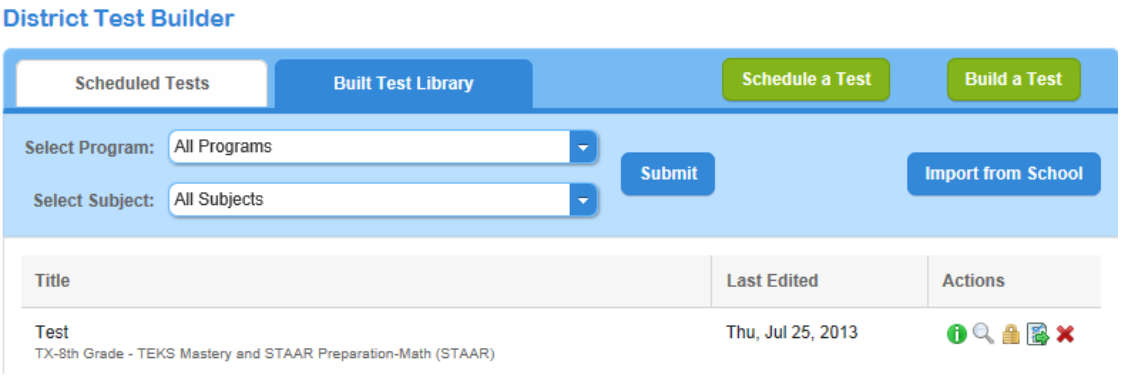
Delete a Scheduled Test:

16. From the "Scheduled Tests" tab, find the test you wish to delete.
17. Click on the Red X to the right to delete the test.

NOTE: Built Tests still show in the reports after they are deleted, but have to be accessed from District Reports.

Built Tests Library:

The Built Test Library allows you to create and store "Built Tests." From the Built Tests Library, you can preview previously created tests, assign tests to schools, or delete the tests. Additionally, you have the access to import Built Tests from your school accounts.

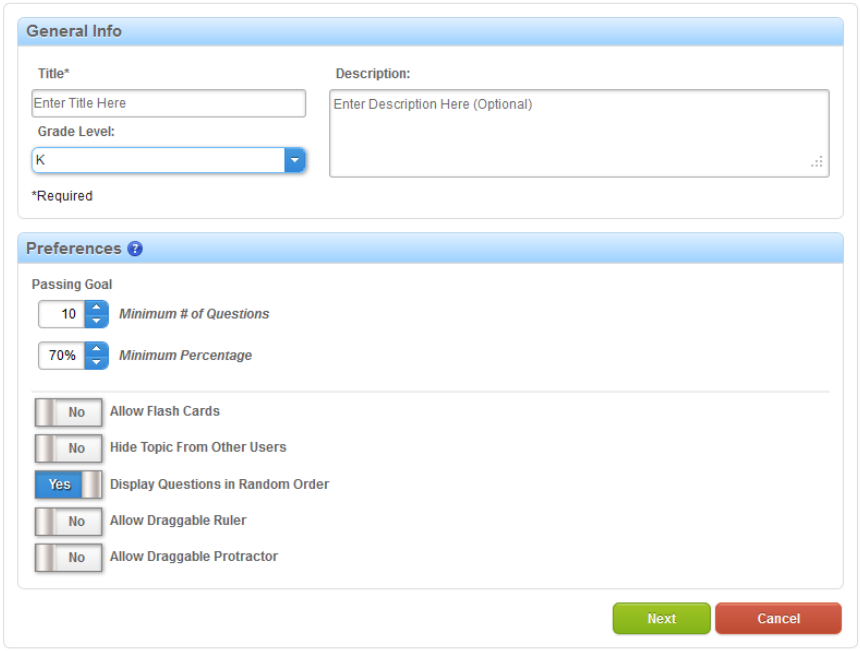


Custom Material

The "Custom Material" page allows teachers and admins to create their own custom material for use in the Study Island program. Students can access this material by clicking "Custom Material" on the left side of the page. Teachers can assign it by creating a Practice and Instruction assignment and selecting Custom Material as the topic. Additionally, admins can click on "Alter Subjects" to add Custom Material to the list of topics.

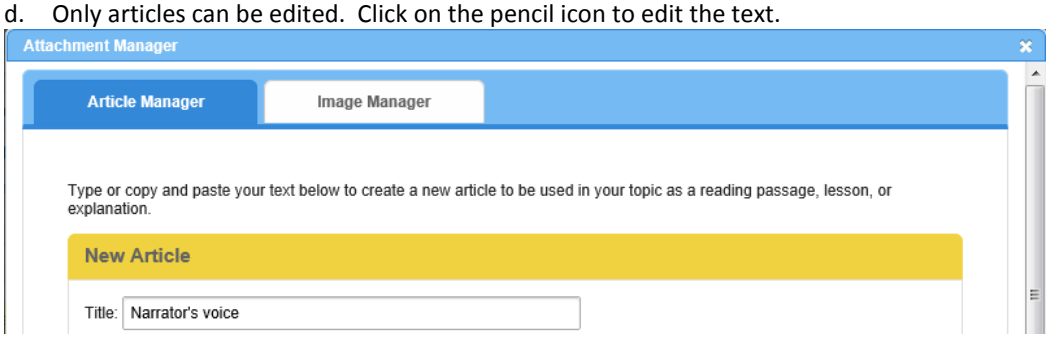
Create Custom Material

1. Click "Custom Material" on the left side of the screen.
2. Click "Create New Topic" on the upper right side of the screen.
3. Give your topic a title, description, and grade level.
4. Set the Preferences (optional) for your test.
5. Click "Next" to begin.

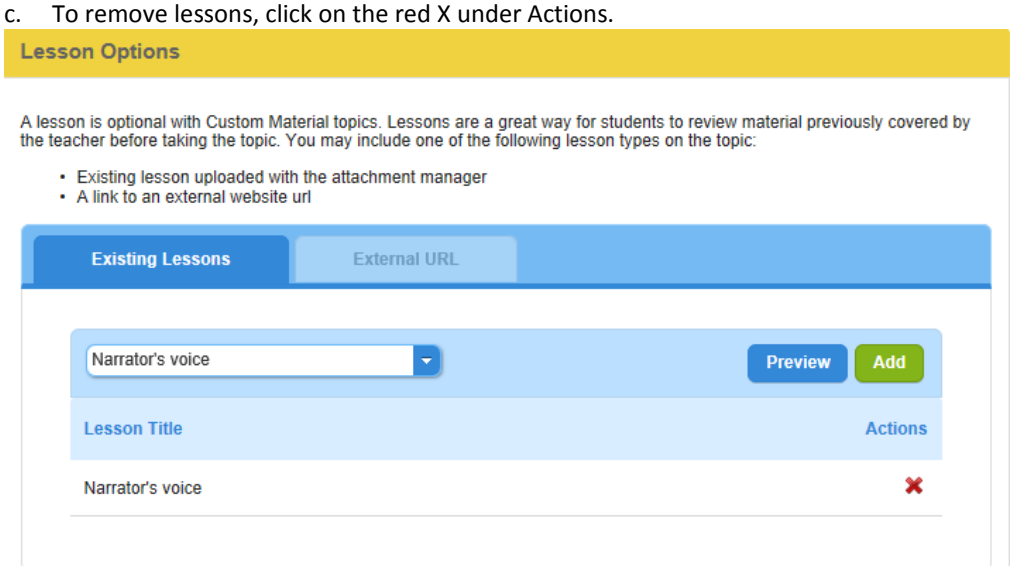


Create a Lesson

1. The Attachment Manager is on the Lesson tab. Use the Attachment Manager to add or delete articles or images for use in Lessons or Questions
    a. To add an article, fill in the Title then add the text with the editor. Click Save when you are done
    b. To add an image, click on the Image Manager tab. Then, click on the Browse button to upload an image.
    c. To delete either articles or images, scroll to the bottom of the screen, and click the red X next to the file name.
    d. Only articles can be edited. Click on the pencil icon to edit the text.


Attachment Manager
Article Manager
Image Manager
Type or copy and paste your text below to create a new article to be used in your topic as a reading passage, lesson, or explanation.
New Article
Title:
Narrator's voice

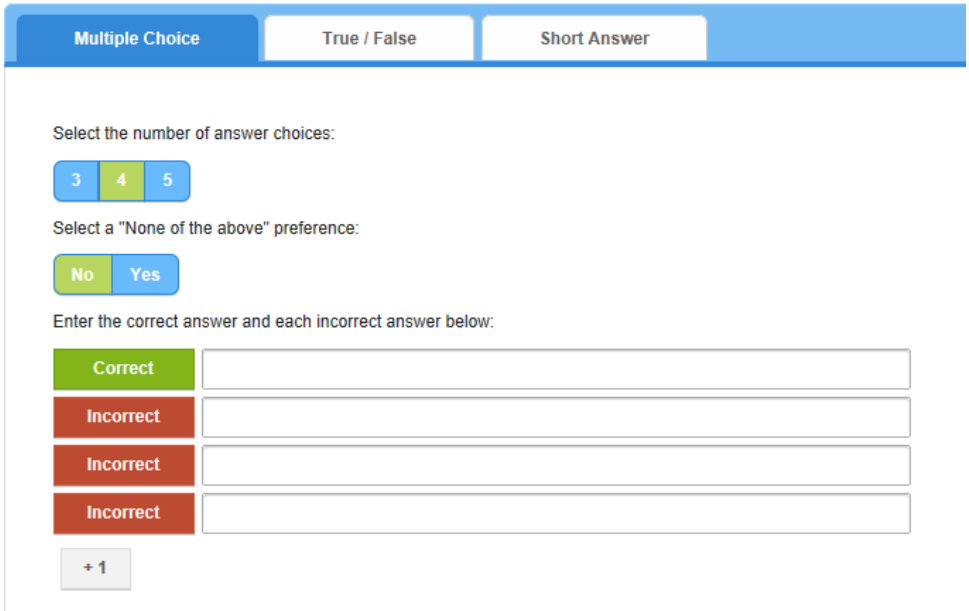
2. Use the Lesson Options screen to select either an existing lesson or add an external URL.
    a. Images have to be added to articles before they can be used for an existing lesson.
    b. You can use multiple lessons for the same topic.
    c. To remove lessons, click on the red X under Actions.


Lesson Options
A lesson is optional with Custom Material topics. Lessons are a great way for students to review material previously covered by the teacher before taking the topic. You may include one of the following lesson types on the topic:
• Existing lesson uploaded with the attachment manager
• A link to an external website url
Existing Lessons
External URL
Narrator's voice
Preview
Add
Lesson Title
Actions
Narrator's voice

3. When you are ready to continue, click on "Next: Write Questions"

Create a Question

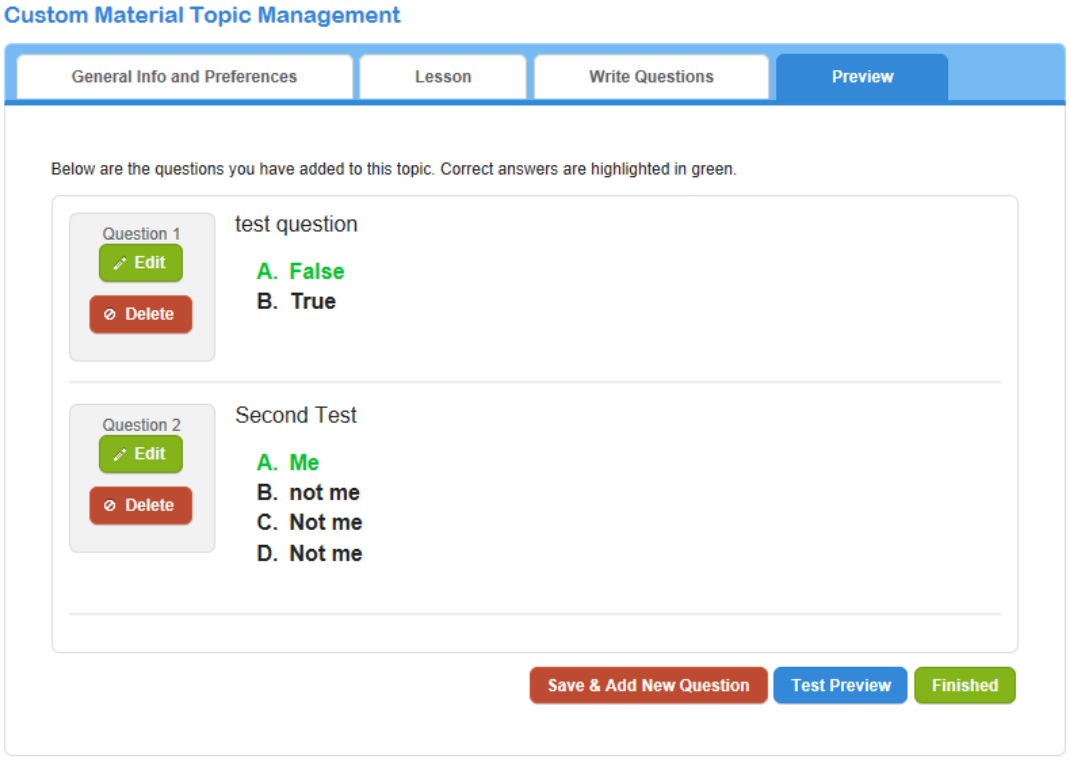
1. Start by writing your question in the question box.
2. Select the tab that matches the type of question you are writing.
    a. For Multiple Choice: Select the number of answer choices and if there should be "none of the above." Then, click on the answer to bring up the editor to enter your answer. Use the +1 button to add additional incorrect answer lines.
    b. For True/False: Slide the selector so the green option is on the status of this question.
    c. For Short Answer: Type in exactly what you want the student to type in for the question above.



3. Scroll down and add a Reading Passage, if needed. This passage shows above the question during a student's session.
4. Scroll down and add an Explanation, if needed. This message comes up when the student answers incorrectly.
5. Click on "Save Question" to end this question and start a new question.
6. Click on "Save & Preview" to be taken to the topic preview screen.
7. Click on "Clear / Reset" to start this question over without saving.

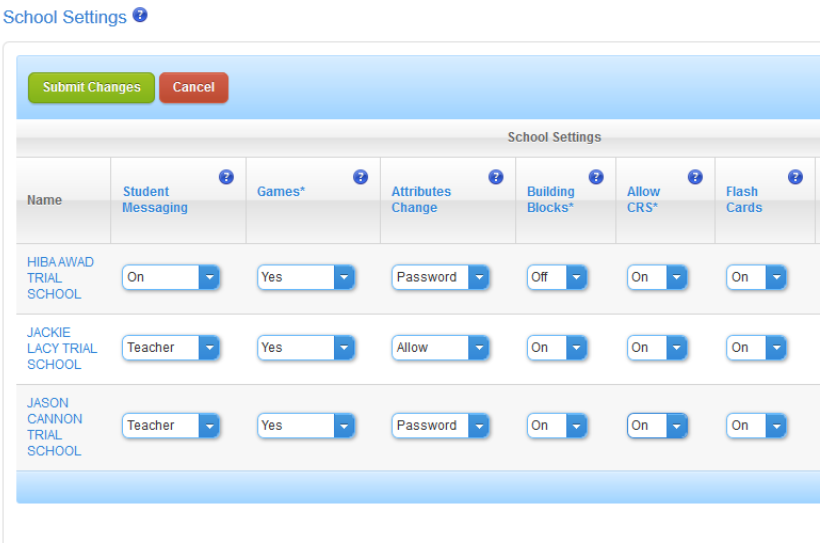
Preview the Test

1. Click on Preview to view the entire test in an easy to edit format.
2. From this screen, you can edit a question by clicking on Edit.
3. You can delete a question by clicking on Delete and accepting the confirmation screen.
4. Click on “Save & Add New Question” to add another question.
5. Click on “Test Preview” to view the test in Practice Mode. Additionally, there is a link here for the Printable Worksheet of the topic.
6. Click on “Finished” to exit this Custom Material topic.



School Administration Page

To access the district version of a school admin page, click “School Settings” on the left side of the page, then click the name of the school. Please note that the school admin may have access to additional functions that are not available at the district level. These settings apply to all users in that individual school only.



Admin Functions

Export Statistics

This feature allows you to export all student stats from Study Island. This is useful for those who wish to archive data between school years, build their own reporting engine, and/or load the data into a different system for reporting purposes.

Password List

This feature allows you to print a roster of your students’ usernames and passwords.

Manage Users

Export Users

This link allows you to export user data (first name, last name, grade, username, password, etc.) into an Excel file. This is useful if you need to make a mass change to your users. You can export the students into an Excel file, make necessary changes, and then re-import them back into the program. Do not change the SIS Keys.

Edit Users

This feature allows you to edit the users of the individual school. Available changes include Advance Grade, Previous Grade, Change School, Reset Password, and Deactivate Users. Choose a grade from the dropdown box by “Choose a Grade” to begin.

School Preferences

You can set select preferences for a school campus from this tab.

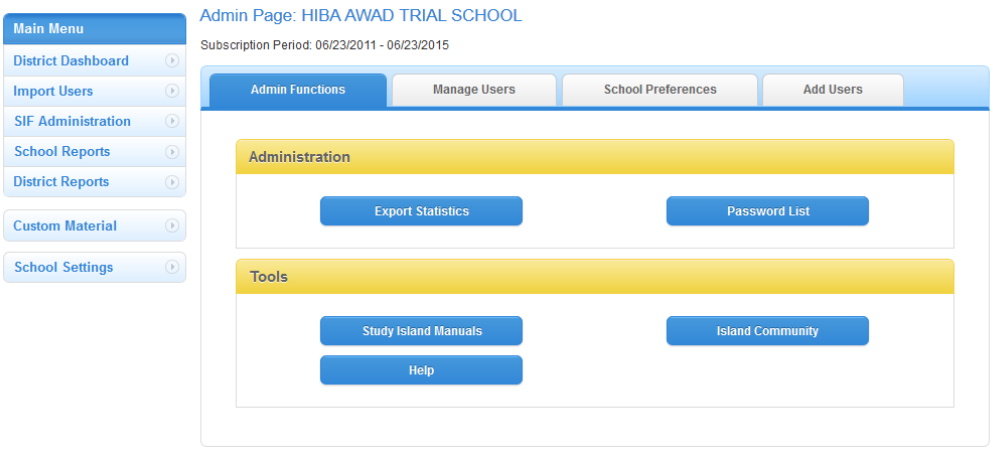
Add Users

Import a list of Users

This link allows you to register students on a school-wide level via an Excel or comma delimited text file. For detailed instructions, refer to the Help tab under How-To/Admins/Adding Users. If registering users at a district-wide level, please refer to the instructions located in this manual.

Add Individual User

This function allows the Administrator to add students and teachers to a school on an individual basis. Please see the Help tab under How-To/Admins/Adding Users for complete instructions



Teacher Tools and Features

The **Class Manager** features below are available to school admins and teachers only.

Live View is a real-time monitoring system that allows the admin and teachers at the school level to observe students' progress as they work. Live View displays which students in your class are logged in, the assignment and/or topic(s) on which they are working, and the number questions correct out of the number attempted. You can sort any of the columns in the Current Activities section. Live View also offers an individual student Summary Report, a Weekly Class Performance/Usage Chart, and a Blue Ribbon chart.

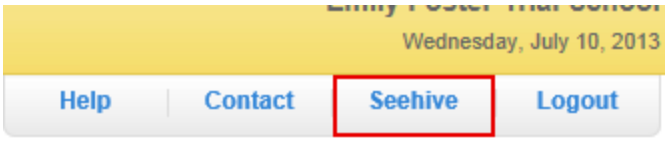
Parent Notifications are automatic emails designed to keep parent(s) involved in their student's education process and to promote better communication between parents and teachers. With this feature, a teacher can keep parents informed of their students(s) progress in the program by creating any of several types of Parent Notification Requests. It is recommended that teachers enter valid email addresses under "My Attributes" prior to creating new Notifications for this feature to work properly. **Please note that the admin or teacher must set up "Parents" and "Parent Groups" before a new Notification can be created.**

Writing Assignment is a streamlined, paperless way to develop students' writing skills. Teachers can choose from a selection of grade-specific writing prompts or create their own writing assignments. Students can use online graphic organizers to plan written responses, then create and submit compositions electronically. After viewing submitted assignments online, teachers will be able to leave comments and grade and/or send the composition back to students for revisions. Note: A student will see "Writing Portfolio" as an option on the left side of the screen only once that student has turned in his or her first composition. If a student saves a composition for later, he or she will access the saved composition through the assignment.

Text-to-Speech refers to the ability to play text as spoken words and is now available to all grade levels. The sound can be heard through speakers or headphones. Text-to-Speech is designed for and most beneficial to beginning readers, special needs students, and auditory learners. Note: School admins must allow teachers to enable Text-to-Speech by going to the school admin page and checking the box by "Allow teachers to adjust the difficulty for students." under School Preferences.

Seehive

Study Island Admins and teachers are invited to help us accelerate the innovation of our products by suggesting new features and enhancements. Users can submit ideas as well as vote and comment on others' ideas. Here are some things to keep in mind to get the most out of Seehive:



- Share your expertise. We want to leverage your knowledge in education so when you do offer ideas and enhancements take a little time to carefully communicate exactly what you'd like to see. Remember, not everyone in Seehive may have the same experiences as you. You can also include attachments to help clarify the request. You'll be asked to choose a category and grade level on each idea to help us review related ideas. All of this should be fairly intuitive.
- Collaborate with other educators. For the very first time you'll be able to view enhancement requests from other Edmentum customers. You will have the opportunity to promote the enhancements you like best or demote those that you may disagree with as well as add your comments to others' ideas. Ideas will get very well defined as more users comment and participate.
- Complete a profile. Purely optional, but completing a profile allows you to upload a photo of yourself or your school, add your name and job title, and allows other educators in the community to learn a little bit about you.
- Remember, this site is a shared community with your educational peers. As noted in the Terms and Conditions, the ideas will be monitored for any abusive or inappropriate entries and those ideas and contributors will be properly addressed.
- Seehive will be used for new product ideas. If you have a support issue to report, please visit http://www.edmentum.com/support
- Take some time to poke around! You don't have to submit a new idea to see what can be done here. At the least start promoting the ideas you like best and are most valuable to you.

The ideas presented will be reviewed on a regular basis by the Product Managers for consideration for inclusion in our releases. While this community will primarily be driven by user participation, we will jump in with comments and questions from time to time too. If necessary, we may reach out for further details on a presented idea.

Browser Compatibility

In addition to the browser compatibility information, here are some suggested network configuration settings.

1. Add @studyisland.com to your email filter list.
2. Add @archlearning.com to your email filter list.
3. Add @edmentum.com to your email filter list.
4. Add the following IP Addresses to your content filter and white list within your firewall:
    a. 72.249.13.4-65* – allows access to Study Island
    b. 66.195.152.128/25* - allows access to backup Study Island servers

*These IP addresses translate to *.studyisland.com and *.edmentum.com.

5. Make sure all computers have the latest versions of Flash and Java possible.

Desktop Browser Support

Study Island develops new features which require browsers that support the latest JavaScript frameworks to display and operate properly.

Microsoft Windows	
Browser	**Version**
Internet Explorer*	**8.0-10.0**
Firefox*	**Latest Version**
*Requires Windows XP and newer	

Apple OSX	
Browser	**Version**
Firefox**	**Latest Version**
Safari**	**5.0 - 6.0**
**Requires Mac OS X 10.5 and newer	

Support for Alternative, Obsolete, and Future browsers
Browsers such as Chrome and older versions of the above may operate correctly.
These browsers, however, are not tested, and thus not officially supported at this time.

Mobile Browser Support

Study Island has begun optimizing various aspects of the interface to operate with mobile devices. At this time, we will only be supporting the native browsers on the devices and operating systems listed below.

Google Android		
Device Type	**OS**	**Tested Resolution**
Large Tablet Devices	**4.x**	**1280x800**
Small Tablet Devices	**4.x**	**1024x600**
Phone Devices	**4.x**	**854x480**

Apple iOS		
Device Type	**OS**	**Tested Resolution**
iPad (2 and newer)	**6**	**1024x768**
iPhone (3GS and newer)	**6**	**960x640**
iPod Touch (4th gen and newer)	**6**	**960x640**

Multimedia Content Support: Some Study Island lesson content and games are written in Adobe Flash, which may not be compatible with all devices at the time of this documentation.

Support for Alternative, Obsolete, and Future Devices and Browsers

Alternative browsers, as well as the native browsers on older & newer versions of the above mentioned devices may operate correctly. Mobile technology is rapidly changing, and Study Island makes every effort to develop our product to operate on the widest range of devices possible.

Back-to-School Checklist

☐ **Update District Contact Information**

1. Log into Study Island as the District Administrator.
2. Click on your name at the top of the page.
3. Update the administrator's name and email address as needed.

☐ **Update School Information**

1. On the "School Settings" page, click the name of a school.
2. Click the admin's name at the top of the page to update the Principal and Admin information.

☐ **Update School Settings**

On the "School Settings" page, edit school settings as needed using the available dropdown boxes.

☐ **Print Reports on Previous Year's Data for Archives (optional)**

1. Click "District Reports" or "School Reports" on the left side of the screen.
2. Run and print the report(s) of your choice.

☐ **Update Student Lists (two options)**

1. Update using SIF.
   a. Click "SIF Administration" on the left side of the screen.
   b. Enter required information or click "Before using this feature, please click here to view the SIF usage instructions" if using SIF for the first time.
2. Update using SIS Primary Keys.
   a. Please refer the Help tab under How-To/District Admins/Managing Users for detailed instructions.

☐ **Distribute Usernames and Passwords to Teachers**

1. On the "School Settings" page, click the name of a school.
2. Click "Password List" under Admin Functions.
3. Print and distribute to appropriate teachers.

☐ **Direct School Administrators to the School Administrator Manual**

Glossary

Adjust Student Difficulty - feature found on the School Reports page that allows admins and teachers (if allowed) to adjust the percentage correct required to achieve the blue ribbon and force students into lower or higher grade level material

Administrator – person from your school or district designated to register students and teachers, update the roster as needed, and set global preferences for the program

Advance Grade - to promote students to a higher grade level

Assignment - topic(s) chosen by the teacher for the students to complete; created on the Class Manager Page and accessed through the Class Page. See 'Completed Assignment.'

Attributes – individual data for each user, such as grade level, username, password, and demographics

Block Other Material - feature that allows you to designate the material to which your students have access. Students will only be able to access Study Island topics assigned on the Class Page(s).

Blue Ribbon – the designation of topic mastery

Building Block – remedial material automatically generated when a student does not meet certain passing requirements

Built Test Library – digital library containing a list of all assessments created by you or shared by others

Class – a group or grouping of students created on the Class Manager Page

Class Manager – Study Island page where teachers can manage classes, and create/edit assignments and class pages

Class Page – informational page created by teachers in Class Manager containing assignments, notes, etc. for students

Class Properties – settings chosen for each class by the teacher (e.g. game access, timer visibility, and remedial topic availability)

Create New Topic - editor with which Custom Material can be created

Classroom Response Systems (CRS) – interactive handheld classroom devices which work in conjunction with the Study Island program

Completed Assignment - assignment in which students have earned a Blue Ribbon in each included topic

Custom Material – questions created by teachers added into the Study Island program

Database File - school-generated file containing student information used to register users in Study Island

Default Password - school-chosen password given to all users upon registration if unique password is not specified

High Score Table - record of high game scores achieved in game mode

Homeroom - optional field used during registration to automatically place students in a class

Import - method of registering users by uploading a database file containing user information

Live View - a real-time monitoring system that allows teachers to observe students' progress as they work

Mapping Fields - process of matching your database fields to recognized Study Island fields

Off grade Level - see ‘Building Block’

Owner - teacher or Admin in control of class

Parent Notification - an automatic notification process designed to communicate student progress to parents via email

Pass Topic - to pass a topic, a student must achieve a specified percentage correct while having attempted a minimum number of questions

Passing Parameters - requirements to designate topic mastery; consists of minimum percentage and minimum number of questions

Passport Stamp – designation of topic mastery in My Island, the high school program

Password List - roster of student usernames and passwords

Post Test – non-diagnostic topic designed to determine subject mastery

Pretest – non-diagnostic topic designed to introduce users to the Study Island program

Printable Worksheet - session type that allows users to print questions from a Study Island topic

Register - to add users to the program manually or via a database file

Remedial Topics - see ‘Building Block’

Report - Study Island statistical data organized in a viewable format

Session - duration of time in which a user participates in a Test, Game, Classroom Response System, or Printable Worksheet within the Study Island program

Session Type - method in which students can work through Study Island topics; options include Practice, Game, Classroom Response System and Printable Worksheet

SIS Primary Key - identification number that can be added when registering users to identify users in our system

Start Date - the day the user was created and/or the date from which stats are shown

Study Mode - see ‘Session Type’

Suffix - see ‘Username suffix’

Topics - individual segments within a subject

Trusted - setting designated by the admin that allows teacher functions and access to student data

Untrusted - setting designated by Admin that limits teacher functions and access to student data

Username suffix - suffix added to a username to prevent a high number of duplicates (e.g.: school name, initials, or mascot)

White Ribbon - designation of Building Block mastery